

12 December 1973

MEMORANDUM FOR: All Office of Medical Services Employees
SUBJECT : Surplus of Personnel

1. In response to his request, I have notified the Acting Deputy Director for Management and Services that based on an analysis of the present personnel situation in the Office of Medical Services and a projection to 30 June 1974, this office will have a surplus of personnel on that date.

2. In view of this situation, we have been authorized to adopt a liberal policy concerning retirement of personnel who are eligible for discontinued service annuities under the Civil Service Retirement System or involuntary retirement under the Central Intelligence Agency Retirement and Disability System. Eligible employees under the Civil Service Retirement System are those having 25 years of service at any age, or 20 years of service at age 50. Eligible employees under the Central Intelligence Agency Retirement and Disability System are those having 25 years of service at any age with 10 years Agency service and 60 months of qualifying service.

3. This opportunity is available to 31 December 1973, and whether or not the opportunity will be available after that date will depend on our personnel situation at that time. Retirement by 31 December 1973 may also result in a higher annuity because of recent cost-of-living legislation.

4. Any eligible employee who desires to retire under this authority should notify me as soon as possible.


JOHN R. TIETJEN, M.D.
Director of Medical Services

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